



# Job Advertisement: iNTsika Program Assistant

**Organisation:** Justice Desk Africa

**Location:** Cape Town

## **Working hours and days:**

Monday to Friday: 8:30am – 4:30pm

Saturdays for project sessions.

Full weekends for camps.

Weekends, evenings and full-time travelling trips.

## **About Justice Desk Africa:**

Justice Desk Africa is a dynamic human rights organisation committed to empowering communities and fostering positive change. We operate at the forefront of human rights advocacy, engaging communities to create a more just and equitable society. Join our passionate team dedicated to making a lasting impact.

## **Job Description:**

- Programs
  - Assisting the Programs Manager in the overall running, maintenance and program development for the Community Empowerment Unit and its various programs.
- Assisting the iNTsika yeThemba Coordinator
  - To coordinate the program.
  - To be responsible for the overall running of the program and its sessions.
  - To oversee the wellbeing, mentoring and care of all heroes, volunteers and team members in the project.
  - To plan, develop and execute the program's day to day operations.
  - To oversee, support and lead the Core Team in their duties.
  - To create and continually update the curriculum and any other educational materials or content for the project.
  - To plan and facilitate all sessions.
  - To update the Resource Cupboard and keep the resources stocked.
  - To oversee any and all resources, equipment or other items allocated to the project.
  - To deliver safe and effective activities in accordance with aims and objectives of the programme.
  - To support and assist participants throughout their engagement in our programs, with a special focus on follow-ups and after-session support.
  - To do any other task associated with the running of this programs.
  - To ensure medical equipment and safety protocols are always up to date and in place.
  - To create a curriculum of content for iNTsika for 3 years of heroes.
  - To create and upkeep outdoor based educational materials, activities and tools.
  - To recruit iNTsika volunteers and mentors.
  - To organise any events, camps etc. associated with the project.

- Monitoring and evaluation:
  - To report directly to your supervisor, to ask for guidance when needed, and to listen to instructions when given.
  - To conduct M&E on the iNtsika program, through JUSTICE DESK AFRICA's templates.
  - To write a monthly report on the program, as well as an end of year report.
  - To constantly update and keep records of the project which can be used at any time.
  
- CED Work
  - To complete any other tasks assigned to you within the CED by the Program Manager.
  - To engage and be a part of running all other CED program.
  
- Presentations:
  - To conduct presentations on the iNtsika program for volunteers, interns, visitors and funders.
  - To run various trainings/presentations with the boys or volunteers in the project.
  
- Trainer
  - Planning, facilitating and running trainings within the TED Department. These include internal training for the organisation, as well as training offered by JUSTICE DESK AFRICA.
  - To plan, create, prepare and facilitate trainings in communities, schools, corporates and organisations.
  - To deliver safe and effective activities in accordance with aims and objectives of the programme.
  - To ensure the welfare and safety of beneficiaries, in accordance with current legislation that is relevant to the safe running of activities/programmes.
  - To support and assist participants throughout their engagement in our programmes, with a special focus on follow-ups and after-training support.
  - To undertake any training and professional development as and when required to ensure effective work.
  
- Networking
  - Roundtables and other meetings: You may be expected to attend various roundtable events hosted by a number of other organisations, as well as meetings and events held by Justice Desk Africa and other organisations.
  - Partnerships and collaboration: To regularly have meetings with other organisations/parties in order to form partnerships and opportunities for collaboration.
  
- Overseeing interns/volunteers
  - To guide, mentor and oversee any interns and volunteers assigned to the CED department.
  
- Travel
  - You may have to travel within and outside of South Africa to perform your duties.
  
- Teamwork
  - To work closely together with colleagues in both the community and office to ensure effective communication, collaboration and the efficient use of resources.
  - Assist colleagues whenever necessary.

➤ Stipulations of funders

- To complete all CED objectives as stipulated in our various funding applications.
- To complete any tasks in the CED department stipulated by our various funders.
- To keep track of department spending in order to keep within our budget and spending categories.

➤ Senior Management

- To complete any other task that is assigned to you by a member of the SMT.

➤ Salary

- R10 000.00 per month

**How to Apply:** Submit your resume and cover letter to [info@justicedesk.org](mailto:info@justicedesk.org) with the subject “iNtsika Program Assistant Application.” Applications will be accepted until 30 August 2024.

**Justice Desk Africa is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.**